



September 23, 2015

The 2015-2017 County Financial Assistance Awards were revised to include additional reporting requirements in Service Element 37 – Community and Mental Health Services. For the Assertive Community Treatment program (ACT), the reporting requirements are specific to individuals who are not enrolled in Medicaid and whose ACT services are paid for, in part or in whole, with state general funds.

Please submit the following information, on the approved reporting template, by the 45th day after the end of each quarter to the amhcontract.administrator@state.or.us, beginning November 16, 2015 for the reporting quarter of July 1, 2015 – September 30, 2015:

Number of individuals receiving ACT services who are funded, in whole or in part, with state general funds to include:

1. Individual's name;
2. Individual's MOTS ID number;
3. Individual's date of enrollment in ACT services;
4. Individual's date of ACT discharge (if applicable and in the reporting quarter);
5. The reason for discharge from ACT services (if applicable and in the reporting quarter);
6. If the client was employed at any time in the reporting quarter (yes/no);
7. If the client was admitted to a psychiatric hospital in the reporting quarter (date- if applicable and the reporting quarter);
8. Date of discharge from a psychiatric hospital in the reporting quarter (date- if applicable and the reporting quarter);
9. If the client utilized the emergency department for psychiatric issues in the reporting quarter (yes/no);
10. If the client was in jail at any time in the reporting quarter (yes/no); and
11. If the client experienced homelessness in the reporting quarter (yes/no).

The form must be submitted to the contract administrator electronically, by secure email.